

Reclamation Manual

Reclamation Acquisition Regulation System

401 DM Addition to FAR & DIAR

PART WBR 1453 -- FORMS**WBR 1453.303-1401-3**

WBR 1453.303-1401-3 (WBR 1401.670-80(c))

TECHNICAL APPROVAL OFFICER MEMORANDUM

Memorandum

To:

(Designate Personnel by Organizational Title)

From: Contracting Officer

Subject: Designation of Contracting Officer's Technical Approval Officer

Refer to Contract No. _____, ¹ [Specification No. _____]
entitled _____

You are hereby designated as the Contracting Officer's Technical Approval Officer (TAO) for the above-named contract. This designation shall remain in effect for the duration of the contract unless it is terminated by me, in writing. This authority is delegated to the organizational position identified above, rather than an individual. Therefore, any Reclamation employee designated to act in this position shall have the same authorities and limitations as described herein. Please ensure that all employees designated to act for you are aware of their duties and responsibilities and furnish a copy of this memorandum to them.

A Contracting Officer's Representative (COR) has been designated for this contract. The COR has overall responsibility for the technical oversight of contract performance. It is your responsibility to keep the Contracting Officer (CO) and the COR fully informed regarding all matters outlined in this memorandum including any difficulties encountered in the area of your responsibility.

1. You shall be the authorized TAO representing the CO, acting within the limits of your authority, for the technical matters described below that arise under this contract. The Federal Acquisition Regulation requires that you:

a. Familiarize yourself with the terms and conditions of the contract and particularly those which fall within the area of your authority.

b. When drawings or data are submitted for review and/or approval, conduct a review of the submissions and approve/disapprove them.

c. Correspond with the Contractor on matters concerning the review and approval/disapproval of technical data and drawings.

d. Advise the CO of any problems relating to technical data and drawings which may affect the time of performance or the contract price.

e. Note the specific due dates for submittals required under the contract which fall within the area of your responsibility and promptly report any late submissions to the CO and COR.

f. Prepare and sign written notifications to the Contractor of the approval/disapproval of the technical data and drawings submitted. Notices of disapproval shall reference the contract section and paragraph and detail the specific contract requirement which the data or drawings fail to comply with.

g. Forward to the CO and the COR a copy of any correspondence, initiated by you, to the Contractor. This shall include memoranda documenting verbal discussions of a significant nature.

2. Pursuant to Department of the Interior Acquisition Regulation 1401.670-3, the following actions are reserved exclusively for the CO:

a. Award, agree to, or execute any contract, contract modification, or notice of intent.

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- b. Obligate, in any way, the payment of any money to the Contractor by the Government.
- c. Terminate, for any cause, the Contractor's right to proceed with performance.
- d. Make a final decision on any contract matter which is subject to appeal under the Disputes clause of the contract.

As the TAO, it is vital that you have direct and free communication with me on any matter. In the event you are in doubt as to the extent of your authority with respect to a contract matter, you should contact me for guidance before taking action on the matter.

Please acknowledge receipt of this letter of designation by signing and returning the duplicate copy to me. A copy of the contract is enclosed.

Enclosure

cc: ¹ (2 copies)

bc: Contracting Officer/Contract Specialist
Contracting Officer's Representative

Note to ² _____: Please acknowledge by signature below, the receipt of this letter and your cognizance of the identity and function of the TAO.

Contractor's Signature Title Date

Note to ³ _____: Please acknowledge by signature below, the receipt of this letter and your cognizance of your responsibilities as TAO.

TAO's Signature Title Date

1. Include, if applicable.

¹ Enter the name and address of the contractor.

² Enter the Contractor's name.

³ Enter the TAO's position title.